



City of South Bend

Vacancy Announcement

Post Date: Friday, April 3, 2015

Closing Date: Until filled

## **MAINTENANCE TECH II**

**Category:** Full Time- Teamster

**Department:** Public Works/Water Works/Distribution/North Station

**Reports To:** Director of Treatment/Assistant Director of Treatment

**Schedule:** Varied schedule, 8PM-8AM, and may change based on operational needs.

**Pay Rate:** \$18.08/hr. (Non-Exempt)

**Position:** **SUMMARY**

The Water Treatment Maintenance Tech II is responsible for various entry-level duties related to the operation and maintenance of water treatment facilities and water quality programs. Performs manual, skilled, and semi-skilled labor in maintaining the pumping equipment and buildings of the distribution department. Maintains accurate daily documentation of chemical levels and plant status. Also does related work as assigned to ensure constant water treatment standards are met.

**SUPERVISION EXERCISED**

Not applicable.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

This list represents the types of duties required by the position. Other duties may be assigned as reasonably expected.

- Performs maintenance and repair work on buildings, pumping equipment, chlorinator, electrical fuses, switches, outlets, and heating equipment.
- Repairs or replaces damaged motors and pumps.
- Cleans, paints, mops, mows lawn, shovels and maintains grounds around all well houses, pumping stations, filtration plants. Accepts additional house keeping duties as assigned.
- Maintains pumping operations to ensure chemical feeds are met as assigned.
- Performs maintenance, tests, and repairs to S.C.A.D.A. system and components.
- Maintains and repairs plumbing lines and fixtures.
- Takes delivery of hazardous and non hazardous chemicals at all stations.
- Maintains and repairs metering of hazardous and non hazardous chemicals, and all telemetry.
- Trouble-shoot problems and make repairs.
- Ability to work on own to accomplish all above maintenance tasks.

**NON-ESSENTIAL/MARGINAL FUNCTIONS:**

- Assumes additional responsibilities as assigned.

## **QUALIFICATIONS**

To perform this position successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **REQUIREMENTS**

- High school diploma or GED; or an equivalent combination of education and experience that provides the knowledge, skills and abilities sufficient to perform the essential duties of the class.
- Minimum 1 year experience in a maintenance, plumbing, and/or mechanical position.
- Must be available to work overtime when required.

## **KNOWLEDGE, SKILLS AND ABILITIES PREFERRED**

- Knowledge of basic principles and practices involved in water treatment, distribution, chemistry and math.
- Knowledgeable and capable of servicing requirements for mechanical equipment.
- Skilled in operation of various hand and power tools, inspection of mechanical equipment, performing general maintenance, and communications, sufficient to exchange or convey information and receive and follow work direction.
- Ability to accurately read and record operations data, understand laboratory analysis, understand and follow oral and written instructions, follow safety procedures, establish and maintain effective working relationships with other staff and the public.
- Must demonstrate proficiency in the fields of general mechanical, plumbing, and electrical maintenance by passing an exam.
- Must have the ability to respond quickly to emergency situations and to use sound judgment in adverse working conditions.
- The ability to perform accurate basic math computations is required.

## **CERTIFICATES, LICENSE, REGISTRATION**

- Valid Driver's License and acceptable driving record.
- Indiana Water Treatment 3 Certification required within 3 years of hire.

## **EQUIPMENT**

Will be required to use hand tools, power tools, electrical and electronic test equipment, self-contained breathing apparatus, all safety and personnel protective equipment (PPE).

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and walk, and talk or hear. The employee is occasionally required to walk; use hands to fingers, handle or feel objects, tools or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 80 pounds. Specific vision abilities required in this job include vision and the ability to adjust focus.

**WORK ENVIRONMENT**

Work performed indoors/outdoors in adverse weather conditions; required to climb up structures or down into vaults; exposure to chemicals i.e., chlorine, hydrofluorosilicic acid, phosphate, etc. Work performed at water treatment facilities may involve exposure to dirt, noise, hazardous materials, confined spaces, and adverse weather conditions. Employees frequently work alone and may be assigned irregular shifts, including nights and weekends, and must be available for work assignments seven days per week. Individuals may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, poor ventilation, chemicals, noise and extreme temperatures.

**EQUAL OPPORTUNITY EMPLOYER**

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information, or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.

**TO APPLY**

All applications for currently posted positions will be submitted online at [www.southbendin.gov](http://www.southbendin.gov) or at the City of South Bend Office of Human Resources, 227 W. Jefferson Blvd., 12<sup>th</sup> Floor, South Bend, IN 46601.

**Pre-Employment Drug Screen Required**